

PERMIT TO CONSTRUCT DRIVEWAY
 COUNTY TRUNK HIGHWAY

Wood County Highway Commission
 555 – 17th Avenue North
 Wisconsin Rapids, WI 54495-1966

Driveway Installation By County
 Applicant

Applicant Name	Highway	County WOOD
Address	<input type="checkbox"/> Town	<input type="checkbox"/> Village <input type="checkbox"/> City
City, State, Zip Code	Proposed Land Use	
Driveway Type	Completion Date*	

Driveway Location _____ Side of the highway _____ miles _____ of _____

Required Drainage Structure – If None, state why.

Permit Fee - \$20.00

Description of proposed work – Include special restrictions, intersection clearances, other details, and reference to any sketches which may be attached.

Essentially, a slope of 3' horizontal distance to 1' vertical distance (depth) or flatter shall extend from the edge of the driveway surface to the bottom of the ditch of existing terrain. Steel apron endwalls are required. Endwalls shall be connected with suitable connector rods, connector bands, or other devices to provide a tight connection.

The applicant shall make sure that utilities and other facilities are located prior to beginning any work and are not damaged as a result of activities performed under this permit.

Culverts must be of acceptable standard with minimum diameter of 15". The length shall be 24' typically and of concrete, galvanized, aluminum, or other approved material where conditions permit. See requirements for corrugated polyethylene culverts (plastic) attached.

Rock, bituminous, concrete, timber or other embankment retention or driveway marking treatments are prohibited.

The driveway shall be constructed in accordance with all requirements printed on the reverse side, or on the attached sheet, and any special conditions stated. The maintenance of the driveway shall be the responsibility of the applicant.

Issuance of this permit shall not be construed as a waiver of the applicant's obligation to comply with any more restrictive requirements imposed by local ordinances.

SPECIAL CONDITIONS (IF ANY):

CSM Required of the property for New Driveway.

* NOTE: If the driveway described is not completed by the "Completion Date" specified, this permit is null and void and the driveway shall not be constructed unless authorized through a subsequent permit.

X _____
 (Applicant Signature) (Date)
 (Not required if installation by the county)

Approved by Wood County Highway Department

Permit Number	X _____ (Highway Commissioner) (Date)
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Driveway Permit Requirements

General Requirements

Conditions of Issuance

1. The permittee, indicated on the reverse side, represents all parties in interest, and that any driveway or approach constructed by or for him/her is for the purpose of providing access to property, and not for the purpose of parking or servicing vehicles, or for advertising, storage, or merchandising of goods on the highway right of way.
2. Except in cases where the indicated driveway access may be constructed by forces acting on behalf of the Wood County Highway Department in relation to all materials, do all work, and pay all costs in connection with the construction of the driveway and its appurtenances on the highway right of way. In every instance, the subsequent maintenance of the driveway and of its appurtenances within the limits of the highway right of way shall be the responsibility of the indicated permittee, who shall be obligated to pay all costs and accomplish all works necessary in relation to the said maintenance of the driveway facility. Materials used and the type and character of the work shall be suitable and appropriate for the intended purpose. The nature of construction shall be made without jeopardy to or interference with traffic using the highway. Highway surfaces, shoulders, ditches, and vegetation which are disturbed by the driveway installation shall be restored to at least the pre-existing conditions by the driveway constructor. Any such facilities disturbed by operations relating to the subsequent maintenance of the driveway shall be restored to the satisfaction of the Highway Commissioner by the permittee.
3. No revisions or additions shall be made to the driveway or its appurtenances on the right of way without the written permission of the Highway Commissioner.
4. The Wood County Highway Department reserves the right to make such changes, additions, repairs and relocations within statutory limits to the driveway or its appurtenances on the right of way as may at any time be considered necessary to facilitate the relocation, reconstruction, widening, and maintaining of the highway, or to provide proper protection to life and property on or adjacent to the highway.
5. The permittee, successors or assigns agree to hold harmless the County of Wood and its duly appointed agents and employees against any action for personal injury or property damage sustained by reason of the exercise of this permit.
6. The Wood County Highway Department does not assume any responsibility for the removal or clearance of snow, ice or sleet, or the opening of windows of such material, upon any portion of any driveway or entrance along any county highway, even though snow, ice or sleet is deposited or windrowed on said driveway or entrance by its authorized representatives engaged in normal winter maintenance operations.

Location, Design and Construction

The location, design, and construction of the driveway shall be in accordance with the following policy and limits, which limits are in no case to be exceeded unless specifically authorized by the Wood County Highway Department.

- (A) A driveway shall be located and restricted as to width as necessary so that the entire driveway roadway and its appurtenances are contained within the frontage along the highway of the property served. At public highway intersections, a driveway shall not provide direct ingress or egress to or from the public highway intersection area and shall not encroach on or occupy areas of the roadway or right of way deemed necessary for effective traffic control or for highway signs or signals. A driveway shall be so located and constructed that vehicles approaching or using it will have adequate sight distance in both directions along the highway.
- (B) The number of driveways permitted serving a single property frontage along a county trunk highway shall be the minimum deemed necessary by the Highway Commissioner for reasonable service to the property without undue impairment of safety, convenience, and utility of the highway.
- (C) The island area on the right of way between successive driveways or adjoining a driveway and between the highway shoulder and right of way line shall remain unimproved for vehicular travel or parking. Such areas shall be considered as restricted and may be filled in or graded down only as provided in paragraph (G).
- (D) The surface of the driveway connecting with rural-type highway sections shall slope down and away from the highway shoulder a sufficient amount and distance to preclude ordinary surface water drainage from the driveway area flowing onto the highway roadbed.
- (E) The driveway shall not obstruct or impair drainage in highway side ditches or roadside areas. Driveway culverts shall be adequate for surface water drainage along the highway and in no case less than the equivalent of 15-inch diameter pipe. The distance between culverts under successive driveways shall be not less than 10 feet except as such restricted area is permitted to be filled in under the provisions of paragraph (G).
- (F) When curb or gutter is removed for constructing a driveway, the new connections shall be of equivalent acceptable material and curb returns provided or restored in a neat manner. The driveway surface shall connect with the highway pavement and the sidewalk, if any, in a neat manner. The driveway construction shall include replacement of sidewalk areas which are inadequate or become damaged by reason of vehicular travel across the sidewalk.
- (G) The restricted area between successive driveways may be filled in or graded down only when the following requirements are fully met:

1. The filling in or grading down shall be to grade approved by the Highway Commissioner and, except where highway drainage is by means of curb and gutter, water drainage of the area shall be directed away from the highway roadbed in a suitable manner.
2. Culvert extension under the restricted area shall be of like size and equivalent acceptable material of the driveway culvert, and intermediate manholes adequate for clean-out purposes may be required where the total culvert length exceeds 100 feet.

3. Where no highway side ditch separates the restricted area from the highway roadbed, permanent provision may be required to separate the area from the highway roadbed to prevent its use for driveway or parking purposes by construction of a border, curb, rail, or posts deemed adequate by the Highway Commissioner.

Special Requirements

Commercial - Rural

Rural-type highway cross section. Driveways serving commercial or industrial establishments.

1. Width of Drive. No driveway except as provided shall have a width greater than 35 feet measured at right angles to the centerline of the driveway, except as increased by permissible radii. In no instance shall a driveway have a width greater than 62 feet, including flare of return radii, measured along a line 10 feet from and parallel to the edge of the highway pavement.
2. Return Radii. No return radius projected between the edge of the highway pavement and the driveway shall be greater than 40 feet.
3. Angular Placement of Driveway. The angle between the centerline of a driveway serving two-way traffic and the edge of the pavement shall not be less than 45 degrees. Where suitable precautions are taken, or one-way operation along divided highways permits, only one-way operation of the driveways the angle of the entrance drive to grantee's property may be decreased. The angle of the exit drive with the highway pavement shall be not less than 45 degrees.
4. Island Areas. An island of a minimum length of 10 feet shall be maintained between driveways serving the same premises. (The measurement shall be along a line 10 feet from and parallel to pavement edge.) The permit shall specify that the island area, if less than 20 feet in length or 10 feet in width, is to be defined by curbs, posts, boulders, masonry walls, guard rail, etc. Materials used to define the island, except concrete curbs, shall be painted white. The side of the island next to the highway shall be not less than 10 feet from the pavement edge. The side of the island farthest from the highway shall be at the right of way line.

The area within 5 feet of a property line shall be a restricted area over which no driveway may be developed. The 5-foot restriction shall be measured parallel to the pavement edge and shall be effective between the right of way line and a line 10 feet from and parallel to the pavement edge. This is to serve as an island area should the adjoining property owner request a permit for a driveway.

Noncommercial - Rural

Rural-type highway cross section. Driveway serving farm or residence property.

1. Width of Drive. No noncommercial driveway or combination of driveways shall have a width less than 16 feet nor greater than 24 feet measured at right angles to the centerline of the driveway except as increased by permissible radii.
2. Return Radii. No return radius projected between the edge of highway pavement and the driveway shall be greater than 30 feet.
3. Angular Placement of Drive. The centerline of that part of the driveway lying on the county right of way shall always be at approximately right angles to the pavement.

Commercial - Urban

Urban-type highway cross section. Driveway serving commercial or industrial establishment.

1. Width of Drive. No driveway shall have a width greater than 35 feet measured at right angles to the centerline of the driveway, except as increased by permissible radii.
2. Return Radii. The return radii projected between the line of face of curb of the highway and the driveway shall be determined by the Patrol Superintendent, basing his/her decision on the type of traffic. In all cases, the entire flare shall fall within the right of way.
3. Angular Placement of Drive. The angle between the centerline of the driveway and the curb line shall be not less than 45 degrees.
4. Island Areas. Case I: Sidewalk adjacent to curb. An island of a minimum length of 6 feet, measured along the curb line, shall be placed between each entrance to a county highway. The curb shall be left intact for this length. Case II: Sidewalk remote from curb. An island of a minimum length of 10 feet measured along the right of way line shall be maintained between each entrance to a county highway. All flares shall be tangent to the curb line.

A curb length of not less than 3 feet shall be left undisturbed adjacent to each property line to serve as an island area should the adjoining property owner request a permit for an entrance.

Noncommercial - Urban

Urban-type highway cross section. Driveway serving residence property.

1. Width of Drive. No noncommercial driveway or combination of driveways shall have a width greater than 24 feet measured at right angles to the centerline of the driveway, except as increased by permissible radii.
2. Return Radii. The radius of the return connecting the line of face of curb of the highway and the edge of driveway shall not exceed 10 feet. In all cases the entire flare shall fall within the right of way.
3. Angular Placement of Drive. The centerline of the driveway may be either parallel to the property line of the lot for which access is requested, or at right angles to the curb line.

WOOD COUNTY HIGHWAY DEPARTMENT

APPLICATION FOR PERMIT TO CONSTRUCT A DRIVEWAY ON A COUNTY TRUNK HIGHWAY

Chapter 86.07(2) of Wisconsin Statutes provides that the authority maintaining the highway issue a permit before any excavation or fill or installation of a culvert is made on a public highway.

Therefore, a County Highway Department permit is hereby requested by the undersigned for the purpose of: _____

On the (North - South - East - West) side of CTH _____ located _____ (miles - feet) (North-South-East-West) of its (North-South-East-West) junction with (USH-CTH-STH) _____ in the (NW - NE - SW - SE 1/4) Section _____, Town _____ North, Range _____ East, (Town - City - Village) of _____, in _____ County.

Approximate starting date _____. Approximate completion date _____.

State specific use of land that driveway will serve (i.e., residence, agricultural, service station, warehouse, restaurant, etc.) _____

APPLICANT SHALL PLACE FLAG OR MARKER IN THE HIGHWAY DITCH VISIBLE FROM THE HIGHWAY AT THE LOCATION OF THE PROPOSED WORK.

ANY PERMIT ISSUED IS SUPERSEDED BY LOCAL ZONING AUTHORITY. INSTALLATION WITHOUT THEIR APPROVAL IS ILLEGAL AND CANCELS ANY PERMIT RESULTING FROM THIS APPLICATION.

REGARDING PERMIT APPLICATION FOR PRIVATE DRIVEWAY, FIELD ENTRANCES, TOWN ROADS AND STREET CONNECTIONS, DO ACCESS RESTRICTIONS OR COVENANTS PRESENTLY EXIST IN THE AREA OF PROPOSED WORK?

YES NO

Any investigation and field inspection may be made by a representative of the County Highway Department in company with the applicant.

Signed _____ / _____
Applicant (owner of property) Date Print Name Plainly

Address (where permit can be mailed for signature) _____

Telephone Number _____
(Where applicant can be reached to discuss essential items pertaining to the proposed work.)

MAIL COMPLETED APPLICATION TO:
Wood County Highway Department
555 - 17th Avenue North
Wisconsin Rapids, WI 54495-1966

Note: Where multiple choices can be made cross out what doesn't apply.

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2. Except in cases where the indicated driveway access may be constructed by forces acting on behalf of the Wood County Highway Department in relation to all materials, do all work, and pay all costs in connection with the construction of the driveway and its appurtenances on the highway right of way. In every instance, the subsequent maintenance of the driveway and of its appurtenances within the limits of the highway right of way shall be the responsibility of the indicated permittee, who shall be obligated to pay all costs and accomplish all works necessary in relation to the said maintenance of the driveway facility. Materials used and the type and character of the work shall be suitable and appropriate for the intended purpose. The nature of construction shall be made without jeopardy to or interference with traffic using the highway. Highway surfaces, shoulders, ditches, and vegetation which are disturbed by the driveway installation shall be restored to at least the pre-existing conditions by the driveway constructor. Any such facilities disturbed by operations relating to the subsequent maintenance of the driveway shall be restored to the satisfaction of the Highway Commissioner by the permittee.
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5. The permittee, successors or assigns agree to hold harmless the County of Wood and its duly appointed agents and employees against any action for personal injury or property damage sustained by reason of the exercise of this permit.
6. The Wood County Highway Department does not assume any responsibility for the removal or clearance of snow, ice or sleet, or the opening of windows of such material, upon any portion of any driveway or entrance along any county highway, even though snow, ice or sleet is deposited or windrowed on said driveway or entrance by its authorized representatives engaged in normal winter maintenance operations.

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Special Requirements

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Noncommercial - Rural

Rural-type highway cross section. Driveway serving farm or residence property.

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2. Return Radii. No return radius projected between the edge of highway pavement and the driveway shall be greater than 30 feet.
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Commercial - Urban

Urban-type highway cross section. Driveway serving commercial or industrial establishment.

1. Width of Drive. No driveway shall have a width greater than 35 feet measured at right angles to the centerline of the driveway, except as increased by permissible radii.
2. Return Radii. The return radii projected between the line of face of curb of the highway and the driveway shall be determined by the Patrol Superintendent, basing his/her decision on the type of traffic. In all cases, the entire flare shall fall within the right of way.
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A curb length of not less than 3 feet shall be left undisturbed adjacent to each property line to serve as an island area should the adjoining property owner request a permit for an entrance.

Noncommercial - Urban

Urban-type highway cross section. Driveway serving residence property.

1. Width of Drive. No noncommercial driveway or combination of driveways shall have a width greater than 24 feet measured at right angles to the centerline of the driveway, except as increased by permissible radii.
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3. Angular Placement of Drive. The centerline of the driveway may be either parallel to the property line of the lot for which access is requested, or at right angles to the curb line.

Corrugated Polyethylene (Plastic) Culverts

Materials

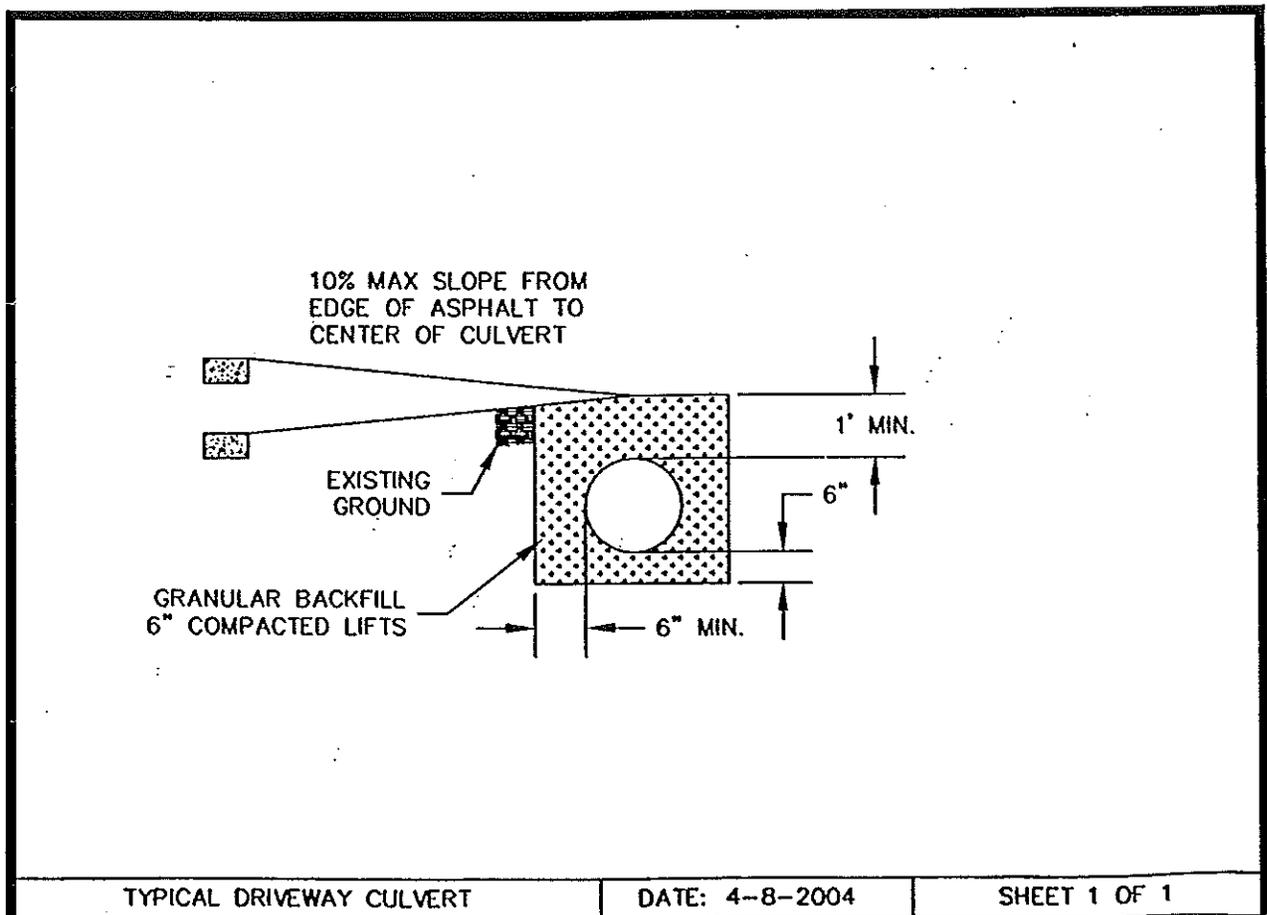
- 1) Corrugated polyethylene culvert pipe shall conform to AASHTO M 294 Type S, having a corrugated outer wall and a smooth inner liner.
- 2) Steel apron endwalls are required. Endwalls shall be connected with suitable connector rods, connector bands, or other devices to fit the deeper corrugations of the polyethylene pipe and provide a tight connection.

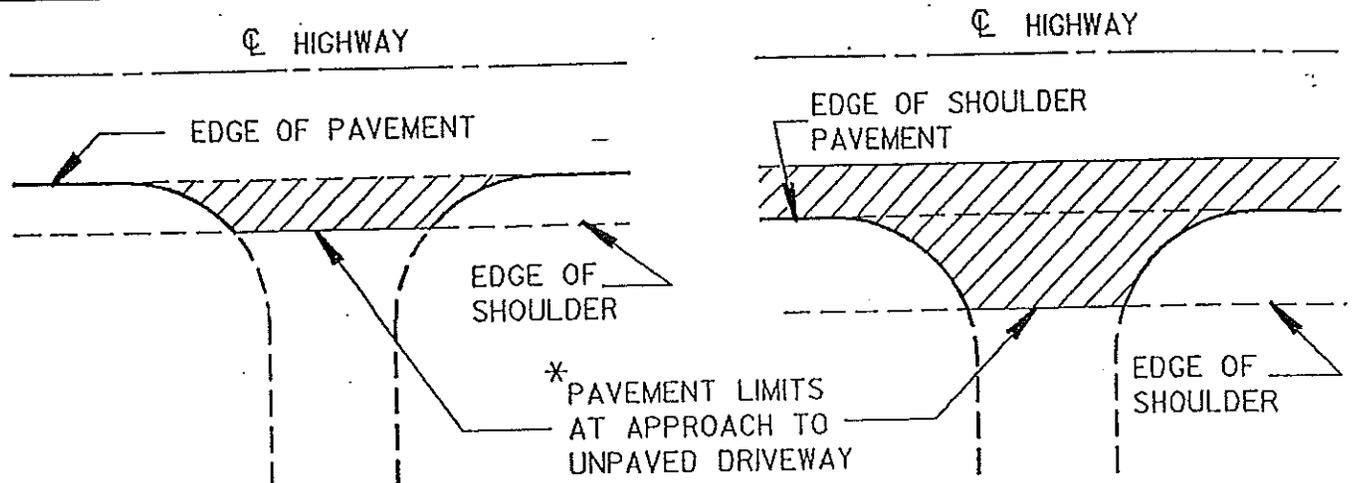
Construction

- 1) All backfill material must be granular and pass a one-inch sieve and be able to be compacted.
- 2) Trench should be excavated to at least 6 inches below the elevation established for the bottom of the pipe. Backfill this depth and compact before laying the pipe. After laying the pipe, place additional backfill under and around the pipe in layers not exceeding 6 inches. Compact this material by ramming, tamping, or vibrating.
- 3) If laying 2 or more pipes next to each other, separate the endwalls a minimum of 6 inches between apron endwalls.
- 4) Fit and match all pipe to form a smooth and uniform flow line.
- 5) A minimum of one-foot of cover is required at all times.

Maintenance

It is the responsibility of the property owner to maintain the culvert. The culvert should be kept free of debris and sediment. Also, the culvert should be protected from the possibility of fire and rodent damage.



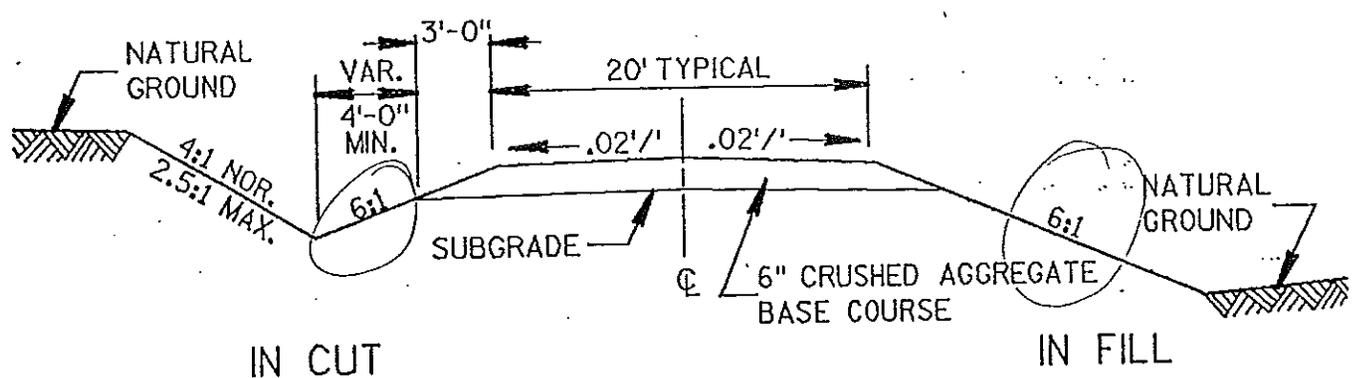


*WHERE DRIVEWAY IS PAVED, APPROACH PAVEMENT SHOULD BE EXTENDED TO MATCH DRIVEWAY PAVEMENT.

PLAN VIEW

PLAN VIEW
(PAVED SHOULDER ON HIGHWAY)

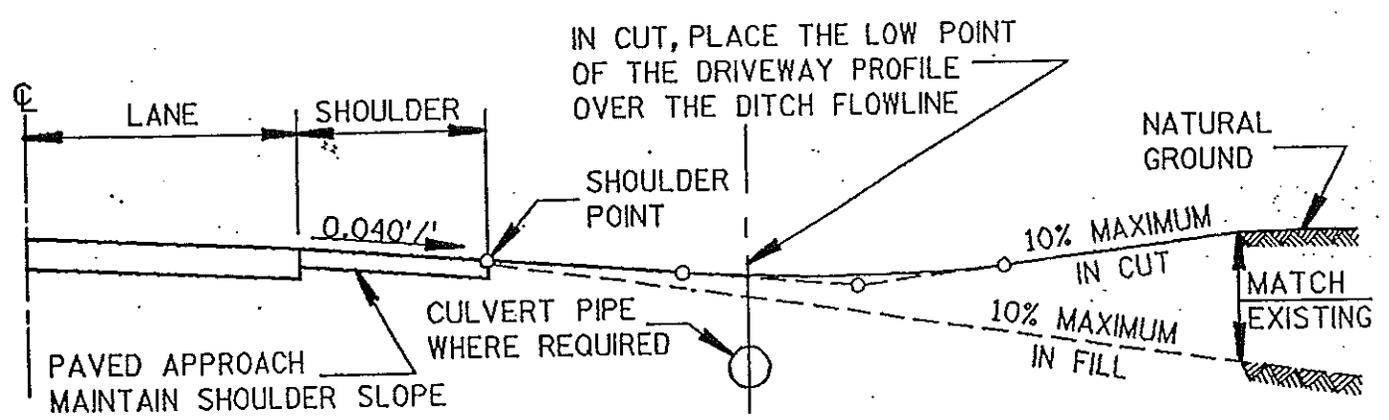
RURAL DRIVEWAY INTERSECTION DETAIL



IN CUT

IN FILL

TYPICAL CROSS SECTION FOR PRIVATE DRIVE OR FIELD ENTRANCE



TYPICAL DRIVEWAY PROFILES

Policy #9

Driveways – County Trunk Highways

Wisconsin Statutes 86.05 requires the County to provide a suitable entrance to abutting premises during adjacent construction, and thereafter “each entrance shall be maintained by the owner of the premises”. Wisconsin Statutes 86.07 (2) requires a written permit from the County to fill or install a driveway or culvert at other times. Side roads shall be considered as such entrances under this policy, with the municipality as the owner.

Permits, in writing, shall be required by any owner or occupant wishing to install driveway, except during major county construction. Typically, such permits shall be issued by a Patrol Superintendent, with a copy thereof retained in his office. Such permits shall include date, location, and culvert diameter and length, if needed.

Culverts must be of acceptable standard with minimum diameter of 15”. The length shall be 24’ typically and of concrete, galvanized or aluminum material, where conditions permit. Driveway entrances to commercial or industrial property, and side roads, typically shall not exceed 42’ in length. If the County replaces an existing driveway or side road culvert with a better one, the County shall assume ownership of the culvert replaced.

Driveways and side roads shall enter into the County Trunk Highway at a right angle, if at all possible, and shall not be placed at a site causing a hazard or a maintenance problem. When a property has land abutting both a County Highway and a Town Road, the driveway shall enter onto the Town Road. There shall be only one culvert per land owner and only one entrance will be allowed per Certified Survey Map, effective November 27, 1990. There shall be no culvert permits allowed within 500’ of an intersection.

An additional culvert may be added where property on one side of the highway is separated by a river or creek that would require a waterway larger than a forty-eight inch culvert or bridge.

Maintenance of driveways is the responsibility of the owner or occupant, and maintenance of side roads is the responsibility of the municipality.

Headwalls or riprap at the ends of driveway culverts will not be permitted.

Salvaged culverts considered surplus by the County shall be offered for sale first to the municipality in which removed, or the property owner along roadway where removed. Then, anyone wishing to purchase them may.

Driveway surfacing, such as blacktop, shall be restored by the County, but only to the extent removed by County Forces. Concrete surfacing of driveways shall not extend towards the roadway beyond a point ten feet from the culvert or ditch line. Blacktop surfacing shall be permitted to the roadway surface, but typically shall conform to the normal elevation of adjacent highway shoulder, sloping down and away from the roadway surface.

The pushing of snow and other materials onto highways from side roads and driveways is prohibited by Wisconsin Statutes 86.01, 86.07, 346.94, and/or 941.03. At least once each year, the County shall so remind the public thereof through the news media.

Wisconsin Statutes 86.05 provides that "Whenever it is necessary, in making any highway improvement to cut or fill or otherwise grade the highway in front of any entrance to abutting premises, a suitable entrance to the premises shall be constructed as part of the improvements, and if the premises are divided by the highway, then one such entrance be constructed on each side of the highway. Thereafter, each entrance shall be maintained by the owner of the premises".

In summary, the County Highway Department is obligated to provide a driveway to private property only when making major grading improvements past said property. At all other times, the property owner must (1) obtain the required permit from this office, (2) install his/her own driveway, supplying the required culvert where necessary, and (3) maintain the driveway henceforth.

Wisconsin Statutes 86.07 (2) provides that "No person shall make any excavation or fill or install any culvert or make any other alteration in any highway or in any matter disturb any highway or bridge without a permit, therefore, from the highway authority maintaining the highway. Such permit shall contain the statement and be subject to the condition that the work shall be constructed subject to such rules and regulations as may be prescribed by said authority and be performed and completed to its satisfaction".

Permit procedure - This department uses a simple permit form, as found in the rear of this binder. Using a ballpoint pen, the landowner is to fill in the top "application" part on the slip, and return it to the highway department office. A representative of the office will, as soon as work load permits, inspect the site and a copy will be returned to the landowner with the "permit" part completed. If landowner is unable to be present during said site inspection, it will greatly help if exact site is marked with stakes on the back slope. Telephone number is to be added to the application. Culverts, if needed, do not have to be new, but must be in good condition. If landowner has further questions, such as to depth to lay the culvert, etc., they are to contact the highway department.

(Adopted November 27, 1990)